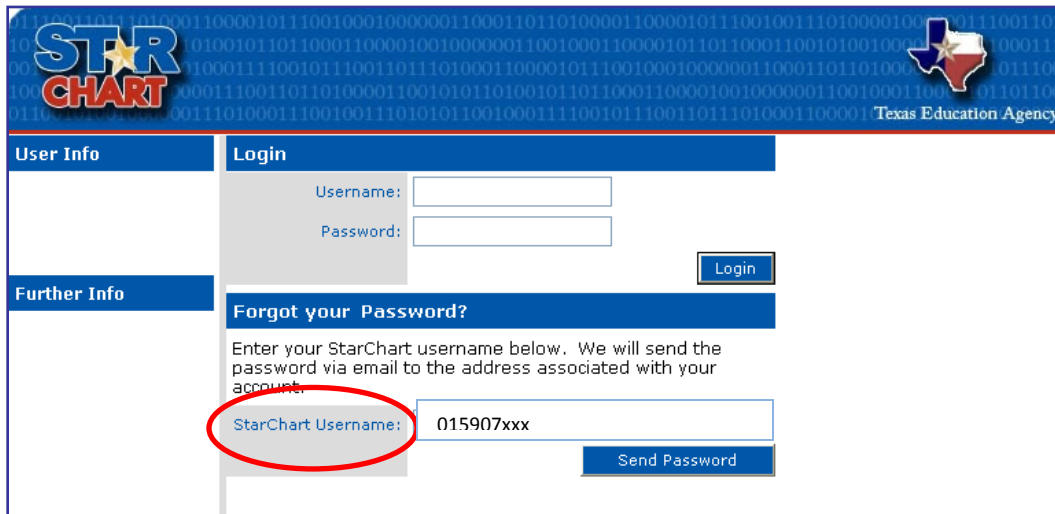


## NCLB Administrator Technology Reporting System

### Obtaining your Forgotten Password

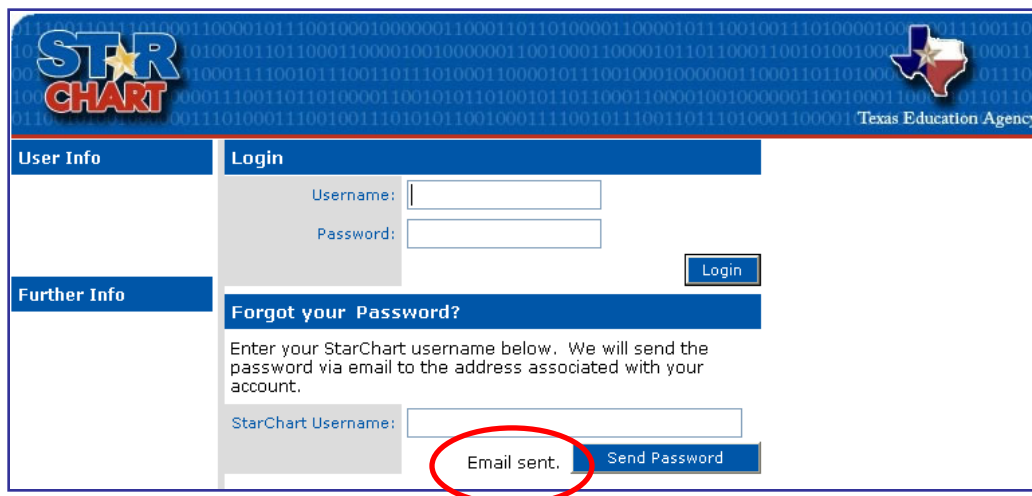
No one can tell you your password. If you have forgotten your password, you must request that an email be sent to you. Follow the steps below to do this:

1. First you must know your campus username, which is 015907xxx, the last three digits being your campus number.
2. Using any Internet Browser, go to <http://starchart.esc12.net/login.aspx>



The screenshot shows the StarChart login interface. The header includes the StarChart logo and the Texas Education Agency name. The main content area is divided into two sections: 'Login' and 'Forgot your Password?'. The 'Login' section has fields for 'Username' and 'Password' with a 'Login' button. The 'Forgot your Password?' section has a text box for 'StarChart Username' with the value '015907xxx' entered, and a 'Send Password' button. A red circle highlights the 'StarChart Username' field.

3. Enter your Star Chart Username under the “**Forgot your Password?**” section. Proof-read that you have typed the correct number.
4. Click on the “**Send Password**” button and wait a moment. The screen may blank for a short time.
5. When it refreshes an **Email sent** message appears to the left of the “Send Password” button. An email will be sent to your listed email address, which will be your SAISD Outlook email. It should arrive within 30 minutes or less, but give it 24 hours just in case of email backups.



The screenshot shows the StarChart login interface after clicking the 'Send Password' button. The 'StarChart Username' field now contains the text 'Email sent.' instead of the previous username. The 'Send Password' button is still visible. A red circle highlights the 'Email sent.' text.